

How-To Guide for Electronically Requesting a Passport and/or Visa

1. Use the following link to access the International Travel Passport and Visa Request System for notifying the International Travel Section (ITS) of upcoming Travel Plans:
http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/home/index.asp.
2. Log in using your username and password (Exhibit 1).
3. If you do not have a prior account, click on the “Register Now” button so that you can request a username and password. ITS will review and approve your request within 48 hours.

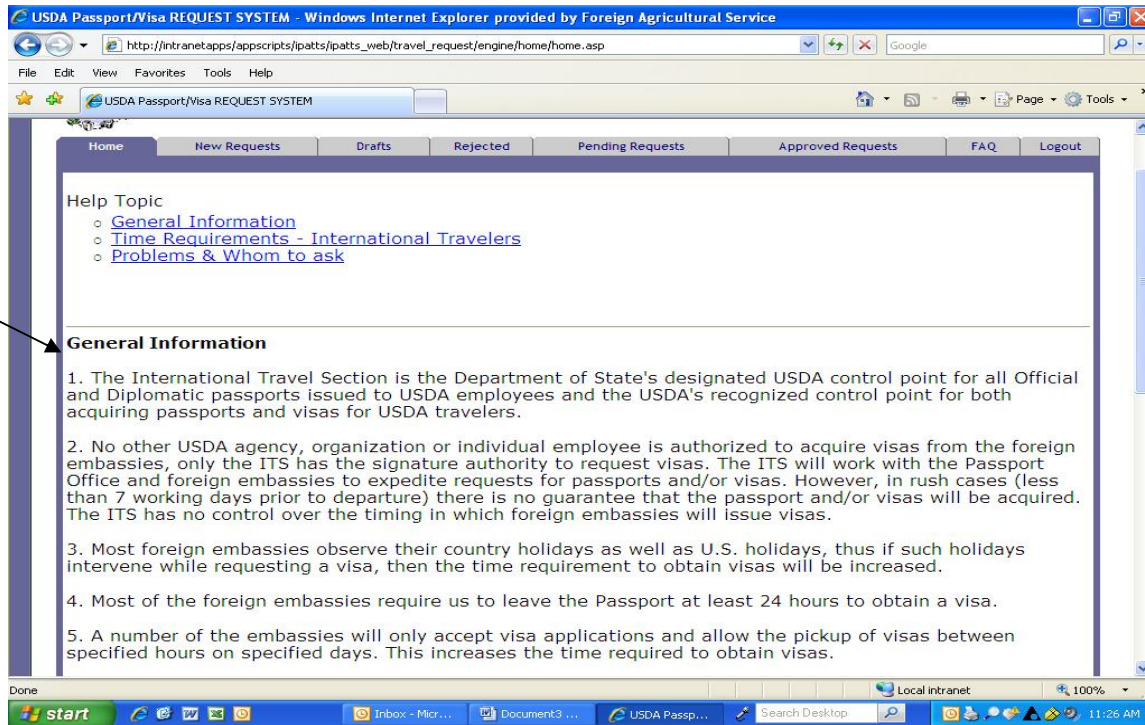
Exhibit 1

The screenshot shows a web browser window titled "USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service". The address bar shows the URL: http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/home/index.asp. The page content includes a "Skip Navigation Links" section, a USDA logo, and the text "USDA Foreign Agricultural Service | International Services International Passport/Visa Request System". Below this is a navigation bar with links: Home, New Requests, Drafts, Rejected, Pending Requests, Approved Requests, FAQ, and Logout. The main content area is titled "Please provide a valid login account" and contains a login form with fields for "Login Name" and "Password", a "Login" button, and a "register now!" button. A "Please Note" section explains that user information is stored in the server's temporary memory (RAM) for the duration of the session. At the bottom of the page, there is a secondary navigation bar with links: Home, New Requests, Pending Requests, Approved Requests, and FAQ. An arrow points to the "register now!" button. The Windows taskbar at the bottom shows the start button, several open applications (Inbox, Document3, USDA Passp...), a search bar, and the system clock showing 11:24 AM on 9/16/2009.

How-To Guide for Electronically Requesting a Passport and/or Visa

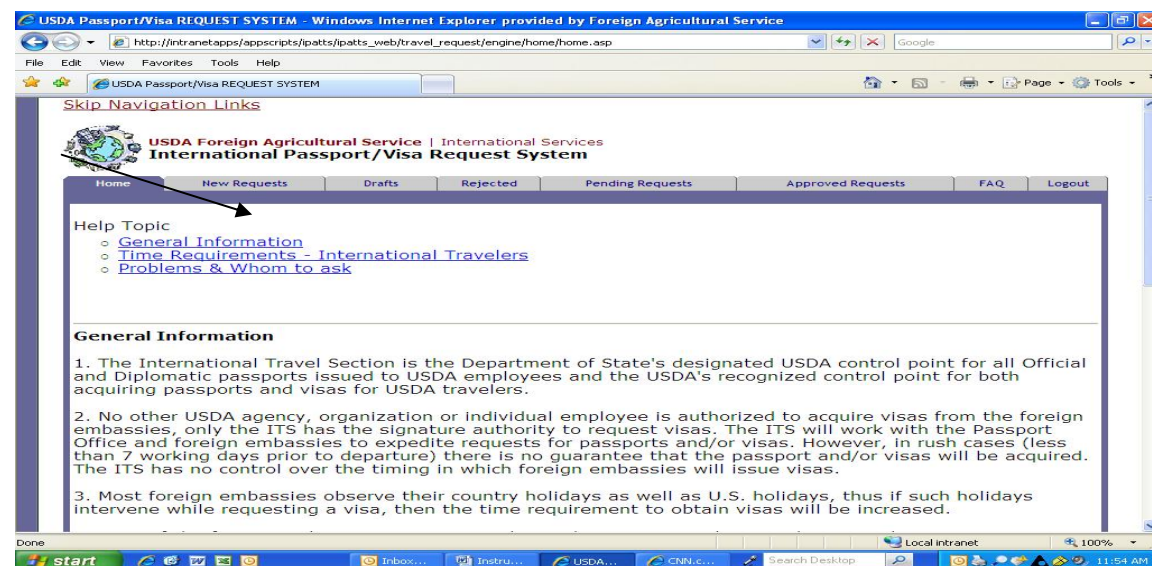
- Once you've logged in you will be redirected to the homepage. This page gives you information on passport/visa requests as well as estimated times. Be sure to read the whole page for any updated information on your/your traveler's requested destinations. (Exhibit 2)

Exhibit 2



- When you are ready to submit a request click on the "New Request" tab. Make sure you have spoken to you supervisor beforehand and that you have specific information on the trip so that you can successfully complete the travel request process. (Exhibit 3).

Exhibit 3



How-To Guide for Electronically Requesting a Passport and/or Visa

- Once you've clicked on this page, you will be asked to enter the traveler's information including the last four digits of their social security number, the traveler's last name, and their date of birth. (Exhibit 4). Fields with a red dash beside them are mandatory and must be filled out.

Exhibit 4

USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service

http://intranetapps/appscripts/patts/patts_web/travel_request/engine/new_request/new_request.asp

File Edit View Favorites Tools Help

USDA Passport/Visa REQUEST SYSTEM

Skip Navigation Links

USDA Foreign Agricultural Service | International Services
International Passport/Visa Request System

Home New Requests Drafts Rejected Pending Requests Approved Requests FAQ Logout

Step 1: We need to identify the traveler before you complete the request form. **All Fields below are required.**

Traveler information

Last Name ▶

Last Four Digits of SSN ▶

Date of Birth (mm/dd/yyyy) ▶

Go to Step 2 >>

- When you've completed this click on "go to Step 2." (Exhibit 4 above)

How-To Guide for Electronically Requesting a Passport and/or Visa

- Enter the traveler's information on the next page (Exhibit 5). We would like for you to also provide us with a telephone number (either yours or the travelers) so that we may contact you if there are any problems with your request. Be sure to select your specific program area (if available) in the drop down menu (for example if you work for the Farm Service Agency's Commodity Operations select FSA Commodity Operations rather than overall FSA). If not then choose your Agency. (Exhibit 5)

Exhibit 5

USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service

http://intranetapps/appscripts/patts/patts_web/travel_request/engine/new_request/generic_0_new.asp

in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request.

New Traveler Information

Title: [Dropdown]
Last Name: Doe
First Name: John
Middle Name: [Text]
USTAT: USDA Employee [Dropdown]
Gender: ☐ Male ☐ Female ☒ Unknown
Date of Birth: 11/12/1980
Suffix: [Dropdown]
SSN: 55555 -- 1234
Birth Place: Washington
Job Title: Consultant
Job Grade: GS-9
Email Address: johndoe@hotmail.com
Work Phone: [Text]
Home Phone: [Text]
Country: United States [Dropdown]
☐ Designated intermittent traveler

- Enter the Date of Departure for your trip on the next screen. (Exhibit 6)

Exhibit 6

USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service

http://intranetapps/appscripts/patts/patts_web/travel_request/engine/new_request/generic_1.asp

Skip Navigation Links

USDA Foreign Agricultural Service | International Services
International Passport/Visa Request System

Home | New Requests | Drafts | Rejected | Pending Requests | Approved Requests | FAQ | Logout

Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request.

Part A - General Information - Departure Date

Date: 06/15/2009
Date of Departure from U.S.A. (mm/dd/yyyy) [Text]
[Save & Continue >>] [Cancel]

Note: For security reasons, your session will be terminated after about 20 minutes of inactivity. You will lose all data not submitted.

How-To Guide for Electronically Requesting a Passport and/or Visa

10. If your departure date is less than ten days away, you will be required to provide a justification to ITS as they need to handle your request as a “rush case.” Refer to the following screenshot to note where to add your justification. (Exhibit 7)

Exhibit 7

The screenshot shows the USDA Passport/Visa REQUEST SYSTEM interface in a Windows Internet Explorer browser. The browser address bar shows the URL: http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/new_request/generic_3.asp. The page has a navigation bar with links: Home, New Requests, Drafts, Rejected, Pending Requests, Approved Requests, FAQ, and Logout. A note at the top states: "Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request." Below this, a red text box says: "Justification is required because the departure date is less than 10 days from the date of application." An arrow points to a text input box for justification. Below the input box are two sections: "Part A - General Information - Valid Passport List" with a dropdown menu showing "No valid Passport", and "Part A - General Information - Passport/Visa" with checkboxes for "Issue Official or Diplomatic Passport", "Re-Validation of Passport", "Visa(s)", and "AMENDMENT". At the bottom of these sections are buttons for "Save & Continue >>" and "Cancel". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 1:25 PM.

11. If your departure date is not within the next ten days you will see the following screen, you do not need to add a justification in this case: (Exhibit 8)

Exhibit 8

The screenshot shows the USDA Passport/Visa REQUEST SYSTEM interface in a Windows Internet Explorer browser. The browser address bar shows the URL: http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/new_request/generic_3.asp. The page has a navigation bar with links: Home, New Requests, Drafts, Rejected, Pending Requests, Approved Requests, FAQ, and Logout. A note at the top states: "Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request." Below this, there are two sections: "Part A - General Information - Valid Passport List" with a dropdown menu showing "No valid Passport", and "Part A - General Information - Passport/Visa" with checkboxes for "Issue Official or Diplomatic Passport", "Re-Validation of Passport", "Visa(s)", and "AMENDMENT". At the bottom of these sections are buttons for "Save & Continue >>" and "Cancel". A note at the bottom of the form states: "Note: For security reasons, your session will be terminated after about 20 minutes of inactivity. You will lose all data not submitted." The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 1:27 PM.

How-To Guide for Electronically Requesting a Passport and/or Visa

12. Click on “Save and Continue” and you will be redirected to the following screen (Exhibit 9). Fill in all appropriate information (Exhibit 9), you may only select “Entitlement” if you are a Foreign Service Officer. If at any point you have questions regarding your trip purpose, TDY Location or your Official Duty Station; refer to your travel arranger/traveler, program area or your/their immediate supervisor. Click “Save and Continue.”

Exhibit 9

USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service

http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/new_request/generic_5.asp

Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request.

Part C - Kind of Overseas Trip

► **Trip Type:**

- ☒ TDY
- ☐ Entitlement
- ☐ Assignment - New Position
- ☐ Assignment - Replacement for:

► **Trip Purpose**

Management Visit

Please select Official Duty Station

United States | WASH DC | HEADQUARTERS

Others:

How-To Guide for Electronically Requesting a Passport and/or Visa

13. From the drop down menu in the screen below (Exhibit 10), select the first country that your traveler will be visiting during his/her trip. Be sure to add the purpose of visiting the specified country(ies), be specific and thorough. For example "I am visiting Mexico to give a presentation to the Foreign Health Minister on Food and Nutrition Services on Monday, July 15th." Click "add this country to my trip." (Exhibit 10)

Exhibit 10

view and edit the entered data before submitting the request.

Please verify:
Estimated Date of Arrival is prior to departure date (06/30/2009).
Please correct the dates.

Part D - Countries (Click country to check visa and photo requirements)

Del	Countries Visited	Estimated Arrival Date	Transit Visa	Description of Trip
	Turkey	06/30/2009	<input type="radio"/> Y <input checked="" type="radio"/> N	To give a presentation to the Minister of Agriculture on the change in agriculture policies at the

Refresh Save & Continue >> Cancel

Countries Visited (not cities) Turkey

Estimated Date of Arrival (mm/dd/yyyy) 06/30/2009

Transit Visa (Y/N) ☐ Y ☒ N

Description of Trip (for each country visited) To give a presentation to the Minister of Agriculture on the change in agriculture policies at the

<< Add this country to my trip >>

14. NOTE: A transit Visa is needed if you are planning to exit an airport during a layover while transiting to another foreign country. In some rare instances a transit visa may be required for layovers in which you only remain in the airport.

How-To Guide for Electronically Requesting a Passport and/or Visa

Once you've saved the information, you can choose to add other countries that you are visiting on this trip. Follow the same instructions as identified above for this process.

15. If there are no other countries to add, then click on the name of the country to determine Visa Requirements, such as visa forms to complete, photos to provide, and other required documentation. For example in Exhibit 11 you would click on Turkey to obtain more information.

Exhibit 11

Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request.

Part D - Countries (Click country to check visa and photo requirements)

Del	Countries Visited	Estimated Arrival Date	Transit Visa	Description of Trip
<input type="checkbox"/>	Turkey	06/30/2009	N	To give a presentation to the Minister of Agriculture on the change in agriculture policies at the

Refresh Save & Continue >> Cancel

Countries Visited (not cities) United States

Estimated Date of Arrival (mm/dd/yyyy)

Transit Visa (Y/N) ☐ Y ☒ N

Description of Trip (for each country visited)

How-To Guide for Electronically Requesting a Passport and/or Visa

16. The information pop up box will inform you of the requirements for that country. Here, Turkey requires a Visa and you do not need a photo in order to obtain a Visa. (Exhibit 12)

Exhibit 12

The screenshot shows the USDA Passport/Visa REQUEST SYSTEM interface in a Windows Internet Explorer browser. A pop-up window titled "USER DETAILS" is displayed, showing the following information:

- Country: Turkey
- Traveler: ryhan FUTURI
- Visa Needed: Yes
- Valid Visa: --
- Photo Needed: N/A

The pop-up also includes a "close" button. In the background, the main form is visible, showing a table with "Part D - Country requirements" and a list of countries. "Turkey" is selected in the list. Below the table, there are fields for "Countries Visited (not cities)", "Estimated Date of Arrival (mm/dd/yyyy)", "Transit Visa (Y/N)", and "Description of Trip (for each country visited)".

17. You will be asked if you have any personal travel scheduled within your official travel. Many travelers will not input any information for this screen (Exhibit 13). This screen applies to travelers who may have personal travel prior to an official trip and need to obtain the official passport in advance; or take personal foreign travel between official foreign trips.

Exhibit 13

The screenshot shows the USDA Passport/Visa REQUEST SYSTEM interface in a Windows Internet Explorer browser. The page displays the "Part F - Personal Travel Itinerary intermixed with Official Travel -- if any" section, which includes fields for "From" and "To". Below this is the "Part G - Remarks" section, which is a large text area for entering remarks. The page also includes a "Skip Navigation Links" section at the top and a "Note" at the bottom. The "Note" states: "Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request." The page also includes a "Save & Continue >>" button and a "Cancel" button.

How-To Guide for Electronically Requesting a Passport and/or Visa

18. On the next screen (Exhibit 14) you should provide either your personal contact information or the travel coordinator's/arranger's contact information in the fields in Part H (For non-FAS Agencies this should be the Agency Travel Coordinator or the traveler). It is also very important to list an emergency contact (family, friend, etc) so that we may contact them in case of an emergency when you are abroad. (Exhibit 14)

Exhibit 14

The screenshot shows the USDA Passport/Visa REQUEST SYSTEM interface in a Windows Internet Explorer browser. The page has a navigation bar with links: Home, New Requests, Drafts, Rejected, Pending Requests, Approved Requests, FAQ, and Logout. A note at the top states: "Note: Please refrain from using your browser's BACK button while in the application process. Using your browser's BACK button may result in your having to re-enter the information. You will have the option to view and edit the entered data before submitting the request." Below this, there are two sections: "Part H - FAS Contact" with fields for "FAS Contact" and "Phone No.", and "Part I - Emergency Contact Agency/Family Member" with fields for "Name & Address of Person to Contact in case of an Emergency" and "Phone Number". At the bottom of these sections are "Save & Continue >>" and "Cancel" buttons. Another note at the bottom states: "Note: For security reasons, your session will be terminated after about 20 minutes of inactivity. You will lose all data not submitted." The browser's address bar shows the URL: http://intranetapps/appscripts/patts/patts_web/travel_request/engine/new_request/generic_9.asp. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 2:32 PM.

19. Once you've clicked on "Save and Continue" you will be redirected to a summary page. Please review all information and ensure that all details are accurate and all fields are filled out. (Exhibit 15)
20. If you find that you've made a mistake or need to make a change click on any of the green circles which will redirect you to the specified field(s) so that you may make changes.

Exhibit 15

The screenshot shows the summary page of the USDA Passport/Visa REQUEST SYSTEM. The page is divided into several sections: "Name of Traveler (Last Name, First Name, Middle initial)" with fields for Last Name (Doe), First Name (John), and Middle initial; "Title of Traveler" (Consultant), "Date of Birth" (11/12/1980), "Place of Birth" (Washington), "Grade" (GS-9), "Social Security No." (555551234), "Home Phone No.", "Work Phone No.", "Agency Name" (APHFS | Animal Plant and Health Inspection Service (FS)), and "Service (FS)". Below this is "Part C - Kind of Overseas Trip" with fields for "Trip Type" (TDY, Entitlement, Assignment - New Position), "Trip Purpose" (Management Visit), "Official Duty Station" (United States | WASH DC | HEADQUARTERS), and "Others". Then is "Part D - Countries" with a table showing "Countries Visited", "Estimated Arrival Date", "Transit Visa", and "Description of Trip". The table has one row for "United States" with "N" in the "Transit Visa" column. Finally, "Part E - Dependents to Accompany Traveler on Overseas Assignment" states: "This is not an assignment trip. Dependents are not allowed to be added." The browser's address bar shows the URL: http://intranetapps/appscripts/patts/patts_web/travel_request/engine/new_request/generic_view.asp. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 1:55 PM.

How-To Guide for Electronically Requesting a Passport and/or Visa

21. Click on the “Submit” button once you have completed your travel request. The request will go to ITS immediately for processing. (Exhibit 16)

Exhibit 16

USDA Passport/Visa REQUEST SYSTEM - Windows Internet Explorer provided by Foreign Agricultural Service

http://intranetapps/appscripts/ipatts/ipatts_web/travel_request/engine/new_request/generic_view.asp?mode=edit&id=REC

File Edit View Favorites Tools Help

USDA Passport/Visa REQUEST SYSTEM

TDY Entitlement Assignment - New Position
Assignment - Replacement for:
Trip Purpose: Management Visit
Official Duty Station
United States | WASH DC | HEADQUARTERS
Others:

Part D - Countries

Countries Visited	Estimated Arrival Date	Transit Visa	Description of Trip
India	04/03/2009	N	To give speech.

Part E - Dependents to Accompany Traveler on Overseas Assignment
This is not an assignment trip. Dependents are not allowed to be added.

Part G - Remarks

Part H - FAS Contact
FAS Contact
Phone No.

Submit Save As Draft Print Cancel

Note: For security reasons, your session will be terminated after about 20 minutes of inactivity. You will lose all data not submitted.

start Sen... F:\ Doc... USD... Search Desktop Local intranet 100% 4:06 PM

For any inquires on the status of your case or if you have any further questions, please contact **ITS** at **202-720-7815**. The IPATTS Visa Request System currently does not provide these updates and the information in the pending requests tab is **not** currently functioning accurately. An updated IPATTS system is scheduled to be operating in late 2010 and will most likely provide these features in addition to many others.